

**ADMINISTRATIVE SERVICES BRANCH  
ASSISTANT EXECUTIVE OFFICER REPORT**

**(Attachment B – Item 14)**

SUBJECT	DATE OF ASSIGNMENT	STATUS
Business Continuity	Ongoing	<ul style="list-style-type: none"> <li>Under the direction of the State and Consumer Services Agency, CalPERS is working with the Office of Information Security and Privacy Protection (OISPP) to test our disaster response plans during the upcoming Golden Guardian Exercise on November 13, 2008. The Golden Guardian Exercise is a statewide disaster exercise conducted by the Office of Emergency Services and the Office of Homeland Security.</li> </ul>
Café Servery Project	Ongoing	<ul style="list-style-type: none"> <li>The café servery project is scheduled to begin September 18 and will be completed by December 30, 2008. This project will expand the servery area approximately 10' to the south by utilizing the hallway space in front of the former daycare, in addition to the space in front of the entrance to the café on Q Street. We are also looking at the possibility of reducing the dishwashing room which would enlarge the entrance to the cafe. The expansion will improve the traffic flow through the café.</li> </ul>
Centralized Collections Unit	Ongoing	<ul style="list-style-type: none"> <li>The Centralized Collections Unit (CCU) started manual collections in December 2007. The manual collection process entails collectors identifying delinquent accounts receivables through PeopleSoft. The CCU pursued collections from delinquent employers and members. Additionally, CCU pursued collections of Unclaimed Properties identified through the State Controller's Office. As of July 31, 2008, the CCU has manually collected \$6.4 million from both delinquent accounts and unclaimed property.</li> </ul>
HR Onboarding Tool		<ul style="list-style-type: none"> <li>HR deployed the new employee Onboarding tool for use in acclimating all new CalPERS staff to the organization. The tool centralizes useful CalPERS information and resources in one convenient location. It is designed for staff at all levels either new to the organization or new to their role (e.g. supervisor, manager, executive).</li> </ul>